

City of Duarte
Public Services Commission
March 9, 2022

1. CALL TO ORDER

The meeting was called to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

Commissioner Dalessandro led the Pledge of Allegiance.

3. ROLL CALL

Present: Rodriguez, Teleke, Dalessandro,
Riley, Tovar
Staff: Rocha

4. ITEMS FROM THE PUBLIC - None

5. APPROVAL OF MINUTES

Commissioner Riley made a motion to approve the minutes from January 12, 2022. Chair Rodriguez seconded the motion. Vice Chair Teleke and Commissioners Riley and Tovar approved the minutes. Commissioner Dalessandro abstained.

6. ITEMS OF BUSINESS

- A. Introduction of Lanae O'Shields, Public Affairs Manager, SoCalGas and brief presentation on SoCalGas' services and work in Duarte.

Lanae O'Shields introduced herself as the new Public Affairs Manager for SoCalGas assigned to Duarte. She provided an overview on SoCalGas' operations and current priorities. In Duarte, SoCalGas is focused on doing infrastructure repair. With there being 69 non-hazardous leaks in Duarte, SoCalGas intends on coming to Duarte Public Works to request the necessary permitting required to make those repairs. The second major focus in overall operations is to achieve net zero greenhouse gas emission in operations and delivery of energy by 2045. The last part of the presentation went over how gas bills change in the winter and programs to save money on one's bill.

Commissioner Teleke asked for further information on the non-hazardous leaks in Duarte. Ms. O'Shields explained that the leaks are mostly due to the age of the pipes and that engineering algorithms determine as to when those will be replaced.

- B. Review draft Request for Proposals for PEG channel content manager

Staff member Rocha shared the draft Request for Proposals for PEG

channel content creation and management and asked the commissioners for feedback.

Commissioner Tovar recommended that if the City is going to have a requirement for non-profits to financial solvency, the requirement of submitting the 2021 annual report and current year budget, in addition to optionally submitting multi-year projections would illustrate financial solvency.

Vice Chair Teleke asked if the City has a preference for the applicants to submit an up-to amount or a flat rate. Staff member Rocha explained that the cost proposal section was left purposefully open-ended for the proposers to determine.

Chair Rodriguez recommended potentially including a sample scope of service, such as, "What are your rates if you were putting up 24 City Council meetings a year and doing x amount of post-production?"

Chair Rodriguez also inquired what is the expected length for the contract, including explaining the idea of year contract that move to month-to-month to allow for more flexibility. Staff member Rocha stated that she believed the first term would be for one year which would allow for evaluation of work and potentially expanding the contract for a longer term after the initial year. Commissioners Riley and Tovar agreed that reevaluating after a year is reasonable.

Commissioner Riley recommended adding an optional section requesting other client references from the proposers.

Vice Chair Teleke expressed concerns regarding the short timeline.

Commissioner Dalessandro motioned to cancel the Regular Public Services Commission meeting on April 13, 2022, due to lack of business and have a Special Public Services Commission meeting on April 20, 2022. Chair Rodriguez seconded the motion. The motion passed by unanimous vote.

7. STAFF LIAISON COMMUNICATIONS

Staff member Rocha informed the Commission about the State of the City and Schools event on April 5, 2022, from 6:30 to 8 PM. Staff also informed the Commission that the next meeting will likely be in-person.

8. ITEMS FROM COMMISSION MEMBERS

Chair Rodriguez talked about participating in the 2022 Annual LAHSA, Duarte/Irwindale Homeless Count, encouraging Commission participation in 2023.

9. ADJOURNMENT

Chair Rodriguez adjourned the meeting at 8:09 PM.